

**St. Lucie Public Schools**

**2018-2019 School Level Parent and Family Engagement Plan (PFEP)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby certify that all facts, figures, and representations made in this plan are true, correct, and consistent with the statement of assurances. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on the PFEP Program. All records necessary to substantiate these requirements will be available for review by appropriate District, State and Federal staff for a minimum of five (5) years. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the plan. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

**Assurances**

* The school will be governed by the statutory definition of parent and family engagement ,and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;
* Involve the parents and family of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent [Section 1116(a)(3)(b )];
* Jointly develop/revise with parents the School-Level PFEP, distribute it to parents of participating children, and make it available to the local community [Section 1116 (b)( )];
* Involve parents and families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the PFEP and the joint development of the school-wide program plan under Section 1116(c)(3;
* Use the findings of PFEP review to design strategies for more effective parent and family engagement , and to revise, if necessary, the school's PFEP [Section 116(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments when the school submits the plan to the Local Educational Agency (LEA) [Section 1116(b)(4)];
* Provide each family an individualized student report about the performance of their child on the State assessment [Section 1112(e)(l)(B)(i));
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or

more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned [Section

1112(e)(1)(B)(i)]; and

* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112 (e)(1)(A)].

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Principal Signature Date

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| **Parent and Family Engagement Mission Statement (optional)** |
| We are committed to treating parents as full partners while we work to  improve student achievement. |

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| **Involvement of Parents/Families** |
| **Describe how the school involves the parents/families in an organized, ongoing and timely manner, in the planning, reviewing and improvement of Title I programs including involvement in decision making of how funds for Title I will be used [ESEA Section 1116].**  Parents will be recruited to join the SAC, PTO, and Parent Involvement teams via school messenger and newsletter inserts. The parents who volunteer will be invited to an informational meeting where they will have the option to choose which committee they would like to join. Participating parents will assist in creating a parent involvement calendar of events. All of the parent based groups will review the SIP and PFEP at their initial meetings and provide input. Parent input will be documented via meeting notes and changes made to the above mentioned plans. The school will have an annual Title 1 Parent meeting in September to explain the program initiatives, budget allocations and activities. Parent input will be documented via meeting minutes. Additional parent involvement activities will be held throughout the year. Meetings will be promoted through school messenger, newsletters, school website, flyers in take home folders and during parent/teacher conferences. |

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| **Coordination and Integration with Other Federal Programs** | |
| **Describe how the school will coordinate and integrate parent and family engagement programs and activities with other programs. Explain how these activities will teach parents how to help their child/children at home [ESEA Section 1116)** | |
| **Program** | **Coordination** |
| Open House | Parents will be provided with information of students' expectations and school  curricula by allowing them to meet with their individual teachers during the Open House Night at the beginning of the school year |
| 21st Century | Representatives from the 21st Century program will participate and host Parent  Involvement literacy activities in conjunction with the Title 1 parent involvement  contact at Sam Gaines Academy. |
| ELL/ESOL | Translators are provided for parents who speak other  languages. Workshops will be provided in the Technology Laboratory for parents interested in learning English  via the use of Rosetta Stone and Imagine learning. |
| Title 1 Parent  Resource  Room | The Title 1 Parent Resource Room in the front of the school is  available for all families to utilize. The resource room contains lending materials in multiple languages for parents to check out in order to provide academic assistance to their child at home. Additional, the resource room contains computers for parents  to use  to access the Skyward parent portal to check students' grades, behavior and  attendance. |

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| **Annual Parent Meeting** |
| **Provide a brief description of the following:**   * **Specific steps your school will take to conduct the Title I Annual Meeting to inform parents and families of participating children about the school’s Title I program.** * **The nature of the Title I program that is shared with parents (school-wide or targeted assistance).** * **How the school, at the annual meeting, will inform parents of school performance data and the right of parents.**   Announcement -School Messenger, and Marquee Sign  Handouts  Title 1 Annual Power-point  Agenda and Sign-In Sheet  Child Care and Refreshments  Flyer(multi-languages)  Translators for Meetings  Documentation |

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| **Flexible Parent Meetings** |
| The school will offer meetings in the morning, during school hours and in the  evening during the week to accommodate and remove any barriers to family participation.  Teachers will be provided support in the classroom so that they can schedule  conferences as needed by the families. Every attempt will be made to have teachers  make phone calls to personally invite families to events. In addition, child care will be  provided for those families that may not afford child care while participating in the  meetings. PTO and SAC will be scheduled the 2nd Wednesday of each month.  Refreshments, child care and other items necessary to increase parent participation will  be available at all events. Spanish and Creole translation will be provided for each  activity. |

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| **Building Capacity** | | | | |
| **Describe how the school will:**   * **Implement activities that will build the capacity for meaningful parent/family engagement** * **Implement activities that build relationships with the community to improve student achievement** * **Provide materials and trainings to assist parents/families to work with their child/children.** * **Provide other reasonable support for parent/family engagement activities [ESEA Section 1116].** | | | | |
| **Activity** | **Materials Provided** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| **Monthly STEM Nights** | **YES** | **STEM Advocates-**  **Administration** | **Monthly** | **Gain awareness of**  **academic STEM using PLTW, Cambridge, Maker Space Lab** |

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| **Staff Development** | | | | |
| **Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, and other school leaders, as well as other staff with the assistance of parents/families in:**   * **The value of their contributions;** * **How to reach out to, communicate with, and work with parents and families as equal partners; and** * **How to implement and coordinate parent/family programs and build ties between parents/families and the school [ESEA Section 1116].** | | | | |
| **Activity** | **Person**  **Responsible** | **Area of Focus** | **Timeline** | **Evidence of Effectiveness** |
| Kids at Hope-  Treasure Hunter  Training | Leadership Team | Increase parent  support | September2018 | Participant Roster |

**Other Activities**

**Describe other activities, such as a parent resource center, the school will conduct in order to encourage and support parents/families in more meaningful engagement in the education of their child/children [ESEA Section 1116].** As a resource, we have the school's parent room available for parents to use the computer to check student's progress, check out lending materials and attend small group workshops offered during the school day. Activities and materials will be

implemented by the Parent Involvement Contact located at the school. Activities will

begin in September. Imagine Learning classes are offered in the evenings for parents that are Second Language Learners. These activities will be implemented by the ESOL/ELL contact on campus. The school

will use sign in sheets as evidence of effectiveness of these other activities

**Communication**

# Describe how the school will provide to parents of participating children the following:

* **Timely information about the Title I program and activities;**
* **Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;**

**If requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decision relating to the education of their child/children [ESEA Section 1116].** Flyers will be sent home within 10 days of all parent involvement activities. Newsletters will be sent home monthly and be available on the school's website. School Messenger telephone message reminders are sent within 3 days of each event. All communication will be sent home in English, Spanish, and Creole as necessary. Copies of all forms of communication will be kept in the Title 1 compliance box including School Messenger reports. Parent teacher conferences can be scheduled by parents by contacting the

teacher or the school counselor via telephone, in person or email. Curriculum, proficiency levels and academic assessments will be explained at the Title 1 Annual Parent Meeting and at subsequent events including but not limited to parent/teacher conference night, literacy night and the What you need to know about FSA/EOC/NGSSS event.

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| **Accessibility** |

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| **Discretionary Activities (Optional)** |
| **Describe any activities that are not required, but will be paid through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)** |

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| **Barriers** | |
| **Provide a description of the:**   * **Barriers that hindered participation by parents during the previous school year** * **Steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESEA Section 1116].** | |
| **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| Transportation | District Support |
| Child Care for younger siblings | Provide site-based activities with baby sitting services |